

## **EMS SUPPLY OFFICER**

**DEFINITION:** Under general supervision, oversees the operational readiness of the Emergency Medical Services Division that includes purchasing, procurement, stocking and maintenance of equipment, supplies, materials and items used to support the work of the Division.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

### **TASKS:**

Oversees stockpiling, purchasing, distribution and usage of all supplies, materials, equipment used at duty stations and on emergency equipment; conducts research into new products and items; works with vendors and suppliers regarding, price, availability, shipment and associated matters; oversees and maintains central warehouse and inventory; keeps financial and other records and files of usage, materials remaining, costs, maintenance conducted and associated information.

Supervises staff and volunteers; handles the full range of human resources responsibilities, including hiring, training, preparing work schedules and evaluations; reviews and updates policies and procedures; supervises accident review committee; prepares, reviews and forwards financial, incident and related reports; responds to situations as an Emergency Medical Technician when needed. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, case law, and Federal rules and regulations.

Knowledge of Hamilton County policies and procedures.

Knowledge of the use of emergency and non-emergency equipment, materials and supplies.

Knowledge of the principles of inventory control and maintenance.

Knowledge of record keeping, bookkeeping, records and file management.

Skill in assessing supply and equipment needs and determining appropriate supply levels.

Skill in dealing with other employees, vendors, volunteers, interested parties and the general public.

Skill in effectively representing the office in a number of different settings, circumstances and situations.

Skill in managing and overseeing office staff and various functions.

Skill in operating a personal computer utilizing a variety of software packages.

Skill effectively communicating in both oral and written form.

### **PHYSICAL REQUIREMENTS:**

Work requires good physical fitness with the ability to function effectively in heavy, cumbersome protective gear, be able to lift and carry heavy, bulky items, equipment, materials, supplies and people weighing up to 200 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

### **MINIMUM QUALIFICATIONS:**

The equivalent of a High School diploma and five (5) years of experience in emergency service work that included responsibilities for purchasing and procurement, inventory control and management, with two (2) years of progressively responsible management, supervision and/or administrative duties. Applicants must be able to effectively communicate in both oral and written form.

## **EMS Supply Officer – continued**

### **ADDITIONAL REQUIREMENTS:**

Applicants must be licensed in Tennessee as Emergency Medical Technicians at the time of application. Incumbents must be eligible to receive and must retain all other required licenses and certifications.

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